

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Office Technician	
		Division and/or Subdivision Amador El Dorado	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Camino	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-417-1139-001	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	The Office Technician will be under general supervision of the Amador-El Dorado Unit Staff Services Manager I and will be performing the following tasks: *Independently greets, receives, and directs phone and in person inquiries from members of the public and cooperating agencies. *Using detailed knowledge of CAL FIRE and its programs to answer public questions and appropriately route calls. *Uses different software programs i.e., Access, Excel, Word, internet, and intranet. *Responsible for receiving all incoming correspondence and packages. Reviews, sorts, and distributes incoming and outgoing mail; ensures maintenance of office equipment. *Ensures all outgoing mail is postmarked and sent out daily. *Inventories, orders, and maintains office supplies, and prepares purchase documents. Assist with facilitating meetings which may require traveling throughout the Unit and or State.		
30%	*Provide administrative file maintenance and produces letters memos and other correspondence as directed. Scans all completed finance packets and maintains files as appropriate per the document retention policy. Assist Personnel with file maintenance; shredding as required. *Process and track warrant distribution; maintain revolving fund log. Tracks fuel and utility usage working with finance staff to code purchase orders appropriately.		
20%	*Provide accurate incident information to the public during initial emergency incidents. Answers inquiries regarding control or training burns within Amador-El Dorado's service area. Issues burn permits and answers public questions on obtaining other varied permits. Directs calls regarding Defensible Space Inspections. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: The required hours for this position are 8:00 to 5:00 Monday thru Friday.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Working Title of Position
Office Technician

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

5%

*Maintains all resource management/timber-harvesting files. Prepares copies of documents for the public and collects payment for the copies. Acts independently and uses working knowledge of resource issues to handle initial public calls and requests for information.

5%

*Other duties as assigned

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Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date